

ENGINEERING DIRECTIVES AND STANDARDS

Volume : III

Revision Date : 10/31/1994

Chapter : 1

Subject : **STRUCTURED TRAINING PROGRAM FOR EMPLOYEES IN THE
ENGINEERING DESIGN AND CONTRACT MANAGEMENT AND ALL
DISTRICT DESIGN SECTIONS**

Section : 1

Directive : 29

1. **PURPOSE:** The purpose of this directive is to establish uniform policies and procedures for the training of all employees to ensure that the employees are capable of meeting the DOTD quality assurance aspect of the design and specification of projects.
2. **SCOPE:** This directive establishes the policies of the DOTD in regard to the training of all employees under the direction of the Chief, Engineering Design and Contract Management and all District Design Sections and the procedure to be followed by the appointing authority (District Administrator, Section Head, or designated representative) in the training of employees and the administration of the DOTD's Structured Training Programs. It also covers the procedures to be followed by employees requiring training by DOTD.
3. **POLICY:** It is critical to the provision of a quality transportation system that all employees be properly trained. DOTD is committed to assisting all employees in developing the capability to perform the tasks required for each job assignment. It is the policy of DOTD to provide training to its employees to ensure that they have adequate training to properly perform their tasks. To this end, training materials are provided by DOTD at no cost to the individual employees. Supervisors are encouraged to allow time during working hours for studying. Employees are to realize that study time must be scheduled around regular work activities. Additionally, it is the policy of the DOTD that on-the-job training be provided.

It is the responsibility of the individual employee to seek training and to qualify him/herself for all job assignments. Employees are to pursue training in a continual and progressive fashion and are encouraged to proceed beyond the minimum requirements of the Structured Training Program.

4. PROCEDURES:**a. DETERMINATION OF TRAINING NEEDS**

It is the policy of DOTD that District Administrators, Section Heads, or designated representatives will determine the training needs of their respective Sections. It is the responsibility of the Section Head to monitor the training of employees in the Section to insure that identified needs are met.

b. STRUCTURED TRAINING COORDINATOR

For the headquarters design sections, the Section Head or his designee will function as Structured Training Coordinator. For the District Design Sections, the Structured Training Coordinator will be the Headquarters District Design Coordinator. The Structured Training Coordinator will work with the Training Section to develop and maintain the structured training course list for each section. Any decision on substitution of a previously completed training course for a required course in the Structured Training Program will be approved by the Structured Training Coordinator for the section.

c. MAINTAINING STATUS WITHIN PRESENT POSITION

DOTD will change the requirements of the Structured Training Programs as needed to include training for new technology or revisions or modifications to specifications or job requirements. Employees will be required to complete any courses added to those required for their current position by revision to Attachment 1. The Structured Training Coordinator will be responsible for registering the employees of their section for new training as it becomes necessary, and for informing the employee and the employee's supervisor of scheduled training.

Failure of an employee to maintain minimum training requirements for the employee's current position will result in disciplinary action. When an employee's record is reviewed for consideration of merit raise, the merit raise will be denied if the scheduled date for any required training course which was scheduled by the Structured Training Coordinator has passed without the employee having successfully completed the scheduled training. If the lack of completion of training courses is the only deficiency, the merit raise will be granted upon satisfactory completion of the course requirements. If the required training has still not been completed within the next three months, (unless the course has not been completed due to schedule availability), the employee's salary will be decreased by 7%. The employee's salary will be restored upon completion of the necessary courses.

For employees who are no longer eligible for merit increases, training records will be reviewed annually at the employee's anniversary date. If the employee's training records are deficient, the employee will be granted three months (subject to availability of courses) to complete the necessary courses or face a 7% decrease in salary. Salary will be restored upon completion of necessary training courses.

Failure of an employee to maintain sufficient training documentation to qualify for the performance of tasks required by his/her position can lead to demotion or termination.

d. PROMOTIONAL REQUIREMENTS

Employees are required to meet and maintain minimum training requirements in order to ensure their competency in meeting job assignments. Minimum training requirements for each job series contained in the Structured Training Program are identified in the Education and Training (ETRN) System and in Attachment 1. Completion of these courses is one of the requirements in qualifying for promotion. To meet minimum training requirements for promotion, an employee's training records for the position currently held must be complete in accordance with section 4.c., above, and the employee must have completed the additional training required for the position to which he/she is seeking promotion. Supervisors will work with the employee to set a reasonable schedule for completion of all required courses. Substitutions for courses on the required list with other courses of comparable content for which the employee has documented credit may be allowed with the approval of the Structured Training Coordinator.

The Structured Training Program is designed to allow the employee adequate time to successfully complete courses at each level before eligibility for promotion to the next level. It is intended for the employee to make training a continuous progression, not to wait until the opportunity for promotion to proceed with scheduling courses. It is the employee's responsibility to pursue the requirements of the Structured Training Program. Maintenance of minimum training requirements will be a consideration in merit increases.

5. **IMPLEMENTATION:** Because some employees were not required to complete Structured Training Courses as a requirement for their present positions, special consideration must be given to allowing them reasonable time to comply with the requirements of this policy. It will be required that such employees complete all training courses listed for promotion from the previous level to their present position as shown on Attachment 1. A maximum period of 5 years from the effective date of this directive will be allowed for these employees to complete all deficient courses. Substitution for required courses with courses of comparable content for which the employee has documented credit may be allowed with the approval of the Structured Training Coordinator. The employee and supervisor will prepare a schedule for completion of all courses, providing for the earliest reasonable completion of the required training. The schedule will include completion dates for each required course, and will be approved by the Section's Structured Training Coordinator. Failure of the employee to maintain the training schedule will be subject to the same actions as described in section 4d.
6. **OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

7. **EFFECTIVE DATE:** This directive will become effective immediately upon receipt.

R. E. DILLON, JR.
DOTD CHIEF ENGINEER

BRIDGE DESIGN

GS 6 (DRAFTING TECHNICIAN 1) - GS 8 (DRAFTING TECHNICIAN 2)

1 0090 ICS Geometric Drawing Part A
Section Orientation (OJT)

GS 8 (DRAFTING TECHNICIAN 2) - GS 10 (DRAFTING TECHNICIAN 3)

C 0105 Highway Plan Reading
1 0091 ICS Geometric Drawing Part A (Not required if taken
as Engineering Assistant.
P 0100 Basic Design Mathematics

GS 10 (DRAFTING TECHNICIAN 3) -

GS 11 (ENGINEERING TECHNICIAN/DESIGN SPECIALIST 1)

P 0101 A Advanced Design Mathematics (Algebra)
P 0102 A Advanced Design Mathematics (Geom & Trig)
O 0100 Going Metric
C 0108 Standard Specifications Study Guide

GS 11 (ENGINEERING TECHNICIAN/DESIGN SPECIALIST 1) -

GS 13 (ENGINEERING TECHNICIAN/DESIGN SPECIALIST 2)

1 0110 ICS Highway Curves Part A

GS 13 (ENGINEERING TECHNICIAN/DESIGN SPECIALIST 2) -

GS 16 (ENGINEERING TECHNICIAN DESIGN SPECIALIST SENIOR)

Computer Use (Example: PC, in house main frame
terminals, etc. (OJT).